

EXAM CALIFORNIA ENERGY COMMISSION



◆EQUAL OPPORTUNITY EMPLOYER ◆COMMITTED TO A DRUG-FREE STATE WORKPLACE ◆

ENERGY ANALYST

OPEN - SPOT
FOR SACRAMENTO COUNTY

EXAMINATION INFORMATION

This examination will consist of a written examination and a writing exercise. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

WRITTEN EXAMINATION SCOPE: (Written examination weighted 60%)

1. Mathematical calculations.
2. Reading comprehension.
3. Situational workplace scenarios.

WRITING EXERCISE SCOPE: (Writing exercise weighted 40%)

1. Writing skills.
2. Analysis techniques.

FINAL FILING DATE: June 7, 2004

WRITTEN TEST DATE: June 25, 2004

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection, Training & EEO Office (EA)
1516 Ninth Street, MS #52
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, or the California Energy Commission. If you wish to download the application go to <http://exams.spb.ca.gov/capp.htm>.

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGES: Range A: \$2632 - \$3129
Range B: \$2850 - \$3418
Range C: \$3418 - \$4111

ALTERNATE RANGE CRITERIA

Range A. This range shall apply to: (1) incumbents who have six months experience as a Management Services Technician, Range B; or (2) other incumbents who do not meet the criteria for payment in Range B or C.

Range B. This range shall apply to persons who have either: (1) satisfactorily completed six months of technical or professional experience equivalent to that of Energy Analyst, Range A; or (2) a master's degree in one of the physical or biological sciences, engineering, energy, environment, marketing, economics, operations research, planning, or other closely related fields.

Range C. This range shall apply to persons who have satisfactorily completed either: (1) 12 months of technical or professional energy experience equivalent to that of Energy Analyst, Range B; or (2) a doctorate degree in one of the physical or biological sciences, engineering, economics, energy, environment, marketing, operations research, planning, or other related fields; or (3) two different masters degrees in the physical or biological sciences, engineering, economics, energy, environment, marketing, operations research, planning, or other related fields.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience by the written test date.

Your signature on your application indicates you have read, understood and possess the basic qualifications required to be admitted to the examination. **All applications/resumes must include "to" and "from" dates (month/day/year), time base (full-time/part-time/number of hours per week/month), and civil service class titles, where applicable. Applications/resumes received without this information will be rejected.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CALIFORNIA ENERGY COMMISSION
Selection, Training & EEO Office (EA)
1516 Ninth Street, MS #52
Sacramento, CA 95814
(916) 653-6532 TDD: 1-800-735-2929
www.energy.ca.gov

ENERGY ANALYST

FINAL FILING DATE: JUNE 7, 2004

BJ95-- 5837 -- 4ER04

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I 'or' II 'or' III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

Education: Equivalent to graduation from college with a major in ecology, energy, environment, energy economics, statistics, operations research, planning, land use, engineering, geology, physical or biological science, or a closely related energy field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience performing technical energy related duties may be substituted for the required education with one year of experience being equal to one year of education.)

OR II

Experience: Six months of experience in the California State Energy Commission or other State energy programs performing the duties in a class comparable to Management Services Technician, Range B.

AND

Education: 18 units of college work.

THE POSITION

The class of Energy Analyst is a recruiting and development class for persons qualified to perform analytical work on one or more aspects in a broad range of energy areas as a background for advancement in the field of energy. Incumbents are assigned duties and responsibilities commensurate with their background and training.

An Energy Analyst studies the principles and techniques of the area of work to which assigned and, under supervision, applies them; participates in analytical studies of energy conservation, forecasting, research, siting, planning, or assessment; gathers, tabulates and analyzes data; interviews and consults with management, employees and others to give and secure necessary information; prepares reports and makes recommendations on procedures, policies and program alternatives; reviews and analyzes proposed legislation and advises management on the impact or potential impact; prepares correspondence.

Positions exist in Sacramento with the California Energy Commission.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of energy principles, demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; flexibility, willingness and ability to accept increasing responsibility.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Energy Commission. Names of successful competitors are merged into a list in order of final score regardless of date. Eligibility expires twelve (12) months after it is established.

**VETERAN'S PREFERENCE CREDIT WILL BE GRANTED IN THIS EXAMINATION.
CAREER CREDITS WILL NOT BE GRANTED IN THIS EXAMINATION.
ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.**

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination Unit at (916) 653-6532 three days prior to the written test date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veteran's Preference Points: Veterans preference credit is granted only on open lists resulting from entrance examination. These credits are granted to all competitors who qualify for, have requested these points, and who are successful in all portions of the examination. (The examination announcement indicates if veteran's preference credit will apply.) Requests for veteran's preference, together with proof of eligibility should be submitted to: State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, Attention Veterans Desk, MS-37. It is necessary to establish eligibility only once.

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

CALIFORNIA ENERGY COMMISSION
Selection, Training & EEO Office (EA)
1516 Ninth Street, MS #52
Sacramento, California 95814
(916) 653-6532

California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 -- From Voice Phones 1-800-735-2922